



ETHICS RESOURCE MATERIALS

VHS VIDEOTAPES

*The following videos are offered through **INFOCUS**, 341 Victory Drive, Herndon, VA 20170. Telephone: 703-834-0100. A shipping and handling fee based on the number of tapes ordered and preferred shipment option will be added to the order.*

“Ethics Inquiry.” This 45-minute video explores various standards of conduct issues using a broadcast-quality news magazine format. News “anchors” in Los Angeles and Washington host four field reporters, each of whom provides an in-depth look at different ethics topics while bringing a unique and sometimes humorous approach to their coverage. The result is an educational, interesting and even entertaining program for any level of employee. The program is divided into four segments with each segment devoted exclusively to one of the following topics: gifts from outside sources, gifts between employees, conflicting financial interests and impartiality issues. These segments can be shown separately or collectively, depending upon an agency’s needs and interests. Video is closed-captioned. Price: \$3.75.

“The Battle for Avery Mann.” This 20-minute video is the story of an average executive branch employee’s struggles with the rules governing everyday conduct. Throughout the story, Avery is faced with different dilemmas including using Government equipment for personal documents, accepting a gift from a subordinate and working on a project that involves his outside employer. Avery finds himself caught between what he knows is the right thing to do and what may not be right but would be more convenient or beneficial to him. Video is closed-captioned. Price: \$3.10.

“The Revolving Door.” This 20-minute video is a news show that addresses the issues surrounding the seeking employment and post-employment restrictions on executive branch employees. Throughout the show periodic updates are provided by a reporter covering a Congressional Hearing on Capitol Hill focused on one employee’s possible violation of the post-employment law. Video is closed-captioned. Price: \$3.10.

*The following videos may be ordered through the **National Technical Information Service**, 5285 Port Royal Road, Springfield, VA 22161. Telephone sales desk: 703-605-6000. A shipping fee will be added to all orders. The amount of the fee is determined by the total value of your order.*

“Integrity in Public Service: Earning the Public’s Trust.” This 20-minute video uses vignettes to briefly outline the statutes and regulations governing employee conduct. An on-screen narrator provides commentary on the vignettes to clarify particular points. It may be used either with an instructor present or as a stand-alone training tool. Video is closed-captioned. Order number: AVA19802-VNB1. Price: \$55.00.

“Guide to the Standards of Ethical Conduct.” This 50-minute video is intended to be used as an aid for ethics officials in educating themselves about the Standards of Ethical Conduct for Employees of the Executive Branch (Standards). It is divided into three sections, each of which summarizes the major provisions of a portion of the Standards. An accompanying study guide contains a brief summary of each subpart and rule. Order number: PB93-780005. Price: \$40.00.

An *audio* tape of the **“Guide to the Standards of Ethical Conduct”** is also available. Order number: PB93-781409. Price: \$12.50.

“The Ethical Choice: Ethics for Special Government Employees.” This 20-minute video follows three Special Government Employees (SGE) through many of the ethical hurdles they face in the course of their Government service. While the video focuses on SGEs, it also addresses many of the rules applicable to all executive branch employees. Video is closed-captioned. Order number: AVA19673-VNB1. Price: \$55.00.

“Public Financial Disclosure: A Closer Look.” This 15-minute video explores the need for high level executive branch officials to file a public financial disclosure report (SF 278) and emphasizes the importance of completing the report accurately and completely. Video is closed-captioned. Order number: AVA19788-VNB1. Price: \$50.00.

THE ETHICS CD-ROM

The Ethics CD-ROM may be ordered through the Government Printing Office (GPO), Superintendent of Documents' order line, 202-512-1800. Orders may be faxed to 202-512-2250 but ONLY if you pay by Visa, MasterCard, or Purchase Order. Please use attached order form. You may also order the CD-ROM by accessing the GPO Web site at www.access.gpo.gov/su_docs/sale/sale330.html.

NOTE: *“The Ethics CD-ROM” is published biannually in January and July. Each subsequent issue contains all information from previous issues and incorporates new material available since the last publication date.*

“The Ethics CD-ROM” is a multimedia searchable collection of Federal executive branch ethics laws, executive orders, regulations, advisory opinions, policy memoranda (DAEOgrams), Federal Register notices, and ethics program administration aids. It includes the Office of Government Ethics’ (OGE) publications: A Brief Wrap on Ethics, Take the High Road, Do It Right, the public and confidential financial disclosure review guides, OGE pamphlets and most OGE software.

This CD-ROM previews sample video clips from each of the OGE ethics videos: “Ethics Inquiry”; “The Battle for Avery Mann”; “The Revolving Door”; “The Ethical Choice: Ethics for Special Government Employees”; “Public Financial Disclosure: A Closer Look”; “Integrity in Public Service: Earning the Public's Trust”; and “Guide to the Standards of Ethical Conduct for Employees of the Executive Branch.” Each video clip lasts three to four minutes and includes complete ordering and pricing information. The CD-ROM is capable of running on a UNIX, MacIntosh or Windows-based computer. Price: Currently \$21.00 for annual subscription (two issues).

OGE COMPUTER/WEB-BASED TRAINING

*This software can be downloaded from the OGE Web site at www.usoge.gov or may be obtained from **The Ethics CD-ROM**. You may also get a copy from the OGE Ethics Information Center by contacting Tonda King at 202-208-8000, extension 1229 or Angelique Ewell, extension 1111.*

Interactive Computer-Based Ethics Training (CBT)

Overview.pal/Gameshow.P.A.L.® - This ethics game is the first in a series of new interactive computerized ethics training games available from OGE. This game consists of 25 ethics questions based on an overview of the ethics regulations and statutes. The questions are presented in Jeopardy®-style format and intended to challenge the player's thinking. Players can compete against themselves or other players at a computer workstation. The game is preset at 20 minutes for a single round and includes a bonus and a final question. A running tally is kept of the score as players gain or lose points with their answers. There is no limit to the number of times that an employee may play the game. The game is not network compatible but can be distributed and installed on an unlimited number of computers in any agency. Installation instructions are provided. Note: Not yet available on The Ethics CD-ROM.

Interactive Web-Based Ethics Training (WBT)

Gifts From Outside Sources Interactive WBT - An interactive Web-based Training (WBT) module designed to be played on the OGE Web site. The module can be found by accessing the OGE Web site and locating the module under the category of Computer/Web-Based Training. This introductory module focuses on the basic gift rule, gift exclusions and exceptions, and disposition of prohibited gifts. Please note: Due to the design of the module it is recommended that it be played on the OGE Web site. However, in an effort to make the module available to those with limited Internet access, a compressed version of the WBT (Giftswbt.exe) can be downloaded from the OGE Web site to an individual hard drive, decompressed and accessed for play. Important: A Web browser (e.g., Microsoft Internet Explorer or Netscape) is required to view and use this training module.

OGE SOFTWARE

Forms

OGE 450 Automated Software - This software was developed to facilitate the preparation of the Confidential Financial Disclosure Form. This is NOT electronic filing. The software will create detail records that print an OGE 450 form on a laser printer. No additional software is required. The form can be distributed and installed on an unlimited number of computers in any agency. This is an MS-DOS application but could work in "Windows" and on a network depending upon agency's established environment and resource allocation. Your computer support personnel should be contacted if you want this application to work in any operating environment other than DOS "standalone."

REFERENCE PUBLICATIONS

*These OGE reference publications are available in Adobe Acrobat's PDF file format from **The Ethics CD-ROM** or the OGE Web site at www.usoge.gov.*

“Standards of Ethical Conduct for Employees of the Executive Branch.” This booklet presents the Standards in an easy-to-read format and incorporates all amendments through September 17, 1997. *Printed copies are currently available and may be ordered through the Government Printing Office (GPO), Superintendent of Documents' order line, 202-512-1800. Stock number: 052-003-01470-0. Price: \$7.00.*

“Standards of Ethical Conduct for Employees of the Executive Branch.” This booklet is also available in Spanish but does **not** incorporate amendments through September 17, 1997. The **amendments** are available in Spanish as a separate document.

“Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1979-1988.” A complete collection of all OGE opinions issued between 1979 and 1988.

“Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1989.” A complete collection of all OGE opinions issued in 1989.

“Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1990.” Includes all OGE opinions issued in 1990 as well as an index to the 1990 opinions.

“Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1991-1992.” Includes OGE guidance issued in 1991 and 1992, a new index for the guidance issued from 1990 through 1992, and a corrected version of the index for the guidance issued from 1979 through 1989.

“Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1993.” Includes OGE guidance issued in 1993 and a new index for the guidance issued from 1990 through 1993.

“Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1994.” Includes OGE guidance issued in 1994 and a new index for the guidance issued from 1990 through 1994.

“Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1995.” Includes OGE guidance issued in 1995, and a new index for the guidance issued from 1990 through 1995. *Printed copies are still currently available and may be ordered through the Government Printing Office (GPO), Superintendent of Documents' order line, 202-512-1800. Stock number: 052-003-01462-9. Price: \$6.50.*

“Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1996.” Includes OGE guidance issued in 1996, and a new index for the guidance issued from 1990 through 1996. *Printed copies are still currently available and may be ordered through the Government Printing Office (GPO), Superintendent of Documents' order line, 202-512-1800.* Stock number 052-003-01469-6. Price: \$8.50.

“Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1997.” Includes OGE guidance issued in 1997, and a new index for the guidance issued from 1990 through 1997. *Printed copies are currently available and may be ordered through the Government Printing Office (GPO), Superintendent of Documents' order line, 202-512-1800.* Stock number 052-003-01471-8. Price: \$11.00.

“Public Financial Disclosure: A Reviewer's Reference.” This is a loose-leaf 300-page reference manual for reviewers of Standard Form 278. It contains an introduction to the public financial disclosure system, the procedures and mechanics of review and conflict resolution, summaries of applicable ethics laws and regulations, sample SF 278 entries, model letters and documents related to the review process, and case studies. *Printed copies are still currently available and may be ordered through the Government Printing Office (GPO), Superintendent of Documents' order line, 202-512-1800.* Stock number: 052-003-01458-1. Price: \$26.00.

“OGE Form 450: A Review Guide.” This bound 60-page reference guide is designed for anyone who reviews the OGE Form 450 or administers agency confidential financial disclosure systems. The guide presents an overview of the confidential financial disclosure system and the specific requirements of the OGE Form 450. The guide includes appropriate reference materials and guidance on conducting effective reviews.

BOOKLETS

*These booklets are provided in Adobe Acrobat's PDF file format and are available on **The Ethics CD-ROM** or the OGE Web site at www.usoge.gov.*

“Do It Right” is a 35-page booklet which provides a detailed summary of the conflict of interest statutes and the standards of ethical conduct as they apply to executive branch employees. The booklet uses examples to promote reader comprehension.

“Take the High Road” is a 22-page booklet which provides an intermediate level summary of the ethics laws and regulations. It uses a question-and-response format, as well as examples, to help the reader understand the material. *Printed copies of the booklets are still currently available and may be ordered through the Government Printing Office(GPO), Superintendent of Documents' order line, 202-512-1800.* Stock number: 052-003-01355-0. Price: \$3.00.

“A Brief Wrap on Ethics” is a 20-page booklet which provides an easy-to-read, anecdotal treatment of some of the basic ethics laws and regulations. It uses simple examples to facilitate reader understanding. *Printed copies of the booklets are still currently available and may be ordered through the Government Printing Office(GPO), Superintendent of Documents' order line, 202-512-1800.* Stock number: 052-003-01401-7. Price: \$2.00.

PAMPHLETS

*These pamphlets are provided in Adobe Acrobat's PDF file format and are available on **The Ethics CD-ROM** or the OGE Web site at www.usoge.gov. If you would like a camera-ready copy of these pamphlets, please contact Sonya Hall at 202-208-8000, extension 1138 or Angelique Ewell, extension 1111.*

Gifts Between Employees - This pamphlet uses scenarios that frequently arise in the workplace to provide a brief overview of the gift rules in a conversational, question-and-answer format.

Gifts From Outside Sources - This pamphlet also uses commonly occurring workplace scenarios to provide a brief overview of the gift rules in a conversational, question-and-answer format.

Gifts of Travel and Other Benefits - This pamphlet provides a simple comparative chart that will be useful in analyzing key authorities available for accepting gifts of travel in connection with official duties.

Conflicts of Interest and Government Employment - This pamphlet provides a short discussion of the basic conflict of interest laws and regulations and focuses on the exemptions to 18 U.S.C. § 208 recently published by OGE at 5 C.F.R. part 2640.

Rules for the Road - This pamphlet provides brief summaries of 18 U.S.C. § 207, 18 U.S.C. § 203 and the new “procurement integrity” law, and alerts employees to some other possible sources of post-employment restrictions.

U.S. Office of Government Ethics - This pamphlet provides a brief description of the history, structure and responsibilities of the U.S. Office of Government Ethics.

Visit the U.S. Office of Government Ethics’ Web site at www.usoge.gov for on-line access to OGE advisory opinions, reference publications, booklets, pamphlets, forms, software, and more. Also features links to other ethics-related Web sites.